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Approved For Release 2001/07/28 : CIA-RDP78-03991A000200030003-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 27 August 1953

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Weekly Report Covering the Period 20 August to 26 August 1953

1. General

a. Master IBM Supply and Requirements Deck (continued)

Elimination of duplications in the catalog deck has been completed. Processing of such changes in the master supply and requirements deck and in a reproduced deck should be completed by 1 September. It is expected that the reproduced deck will be forwarded to the FE Division within a week, for transmittal to Far East Headquarters overseas. This reproduced deck consists of nomenclature cards only. Additional reproduced cards containing technical service stock numbers, unit costs, units, weights, etc., will be forwarded at a later date.

b. Requirements for Guerrilla Warfare Support According to T/O & E's Recommended by the Paramilitary Operations Staff (continued)
A tabulation of the T/O & E data now on IBM cards is being prepared and should be available for review within a week.

25X1A6a c. Surplus Stocks (continued) The PM Staff has been consulted informally regarding strength figures and a possible revised T/O & E which could be used, under a proposed plan, for the computation of materiel requirements and a determination of possible surplus stocks at [REDACTED]. The matters of strength figures and possible revisions to the T/O & E are still under consideration by the PM Staff. ✓

25X1A6a d. Revision of Form No. 431 (reopened) Copies of instructions and forms for forecasting materiel requirements on Form Nos. 36-254 and 36-255 (which supersede Form No. 431) were submitted to the DD/P-Admin. on 14 August 1953. Informal information indicates that such instructions have been submitted to the staffs and area divisions for comment, and that the comments received will be forwarded by the DD/P-Admin. to the Logistics Office for consideration and possible revised instructions. The FE Division has indicated informally that the due date for submission of requirements, 1 October 1953, is now impossible to accomplish, and that such information was included in their comments to the DD/P-Admin. with a request that the date be extended to 1 November 1953. The FE Division, with the concurrence of the Logistics Office, is advising the [REDACTED] by cable of the extended due date. ?

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e. FY 1952 Contingency Fund Procurement (continued) No additional information has been received from the Ordnance Corps regarding the materiel available and obligated for Annex No. 1. The materiel reported available for Annex No. 2 is being reviewed and a cursory examination indicated that available quantities of certain items are in excess of requirements through FY 1955. [Some excesses could be applied to the deficit generated on the basis of overall man-strength and the PM Staff T/O & E. The PM Staff will be consulted regarding the latter excesses as well as others occurring on line items which are not reflected in the PM Staff T/O & E.

f. Career Service (new) A study has been initiated in connection with the establishment of the Career Service Program to determine which positions may require a revision of job descriptions, and to re-write such descriptions in line with current responsibilities and functions. This study is in collaboration with the Classification and Wage Division and will soon be Office wide. ADM

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The tentative delivery schedule provides for shipment over a four (4) months period beginning 1 October 1953.

h. Manpower Study of Administrative Functions (completed) The current status of this program will be reported by the Inspection and Review Staff, IO. The Chief, Coordination and Requirements Staff, IO. will lend all possible assistance to the Inspection and Review Staff and the Organization and Methods Service on logistical problems encountered in the area surveys. CK
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2. Projects and Studies in Process

a. Supply Base, [REDACTED] (completed) A study of existing facilities and the determination of support requirements for planned operations in the [REDACTED] Area has been completed and submitted to the Chief of Logistics. GIVE
FULL
Picture

b. Logistical and Operational Planning Manual (continued) Comments on the draft manual have been received from the SR and FE Divisions.

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c. Support of Operations, [REDACTED] (new) A conference was held by the DD/P-Admin. to discuss information presented in the Logistics Office paper on [REDACTED] and to determine what further information and action is required. It was agreed that further planning be centered around the figure of [REDACTED]. Another meeting with the DD/P-Admin. is scheduled for 2 September 1953. OK

d. Logistical Problems, [REDACTED] (new) Action has been initiated to provide answers to certain logistical problems and questions applicable to operations in the Far East.

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e. Logistics Office Participating in Inspection of TSS (new and completed) [REDACTED] has been assigned to assist the I & R Staff, DD/P, in the review of TSS. The review has been completed and a report submitted to the I & R Staff. An information copy has been forwarded to the Chief of Logistics. yes

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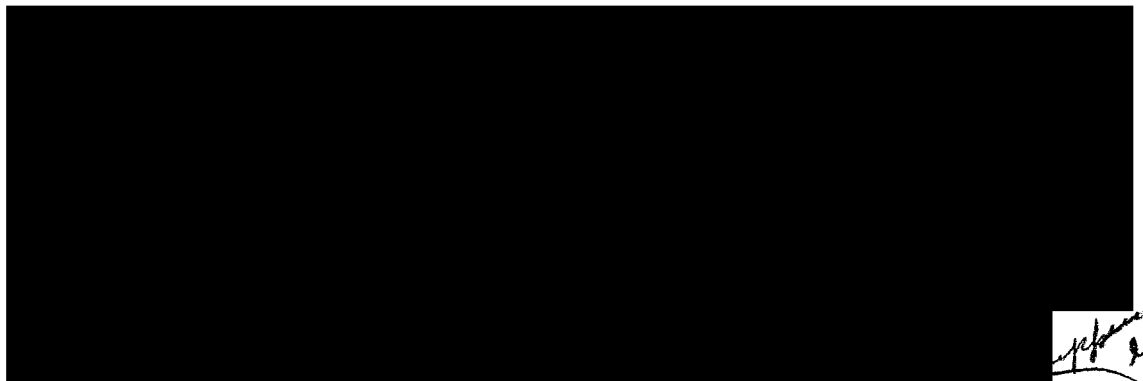
g. R & D Special Devices for the [REDACTED] Mission (continued)
All items selected for this shipment have been packed. Shipment is being held in abeyance until a reply is received to the cable dispatched to the Senior Representative, [REDACTED]. yes

3. Other Items of Interest (all items are of a non-recurring nature)

a. General

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The area coordinators for the EE, WE, SE and NEA Divisions are at [REDACTED] to assist in and observe the installations of a uniform stock record system. The experience gained should be of assistance when the system is installed at overseas field stations.



(2) Assisted the Division in a study of estimated times of arrival through investigation of the status of various shipments. This request was for the purpose of advising field stations of the approximate time necessary to process the shipments. yes

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d. EE

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Arrangements have been made with the Supply Division, LO, to conduct tests using [REDACTED] etc., for caching. Other tests will be conducted at [REDACTED]. The equipment to be used for this work was procured for the field and is on a loan basis.

e. NEA

Action was coordinated to package a quantity of demolitions being held at [REDACTED] to meet a deadline. This materiel is to be shipped aboard a Naval vessel departing for the Near East.

f. SR

Obtained information regarding the Division's overseas inventories and their application to the Fiscal Year 1954 requirements.

g. Office of Communications

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Arranged and attended a meeting with representatives of the Procurement Division, LO, and the Office of Communications, to discuss the procurement, storage and issuance of dry cell batteries. Mr. [REDACTED] a representative of [REDACTED] was present and advised that the batteries could be obtained directly from production, resulting in a greater life expectancy. [REDACTED] of the Office of Communications will submit their requirements to the Procurement Division, phased as to delivery, and contracts will be entered into with the producer.

h. Military Liaison

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[REDACTED]

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(2) Secured for the FE Division information relative to availability, cost and furnishings of quarters on [REDACTED]. Also indicated weight allowances and procedure for shipment of household effects to that Station.

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[REDACTED]

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(4) Obtained information for Transportation and NEA Divisions
reference sailing dates of Naval vessel 

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LO/CR:kj (8-27-53)

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